

# Institutional Policy

## Los Alamos National Laboratory

IP 310.0

Issue Date: 07/09/2004

Work Execution

Issuing Authority: George P. Nanos, Director

**Summary:** This policy establishes that all work at LANL is conducted under the authority of the Director, states the institutional expectation that all work will be done in accordance with LANL policies and procedures, and provides a structure for executing work requirements.

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| <b>INTRODUCTION</b>                | INTRODUCTION < Authority and Applicability < Purpose < POLICY <   |
| <b>Authority and Applicability</b> | <p>This policy is issued under the authority of the Director to direct the management and operation of Los Alamos National Laboratory (LANL) as provided in the prime contract, and to apply University of California (UC) policies as provided in the prime contract. This policy derives from the LANL Governing Policies, particularly the section on performance. The Policy Office is the Responsible Office for maintaining this document.</p> <p>This policy applies to all LANL employees, others (contractors or visitors) who perform work at or for LANL, guests, and incidental visitors, within the contractual agreements of the prime contract and subcontracts with The Regents of the University of California.</p>  |
| <b>POLICY</b>                      | <p>INTRODUCTION &lt; POLICY &lt;</p> <p><b>It is the policy of Los Alamos National Laboratory</b> to execute work within defined policies, procedures, and standards to meet mission requirements. Furthermore, it is LANL policy that:</p> <ul style="list-style-type: none"> <li>▪ workers execute their work within the bounds of their authority,</li> <li>▪ all workers are accountable for the execution of their work, and</li> <li>▪ every work activity is performed under the oversight of a responsible manager.</li> </ul> <p>The purpose of LANL policies, procedures, and standards is to foster performance excellence. LANL policies, procedures, practices, and standards provide formality of operation for executing work, protect the interests of the institution and its workers, and provide a means to establish best practices. By consistently applying policies, procedures, and standards LANL workers and their managers ensure that work is carried out to meet institutional expectations.</p> <p>LANL is operated by The Regents of the University of California under contract to the U.S. Department of Energy; the prime contract imposes certain requirements on LANL's work. UC employees at LANL are subject to LANL policies and those UC policies that have been made applicable to the Laboratory. Together, the contract requirements and UC policies provide the basis for LANL's work execution. Additionally, LANL chooses to operate in a manner that reflects institutional values, ethics, priorities, and best management practices.</p> <ul style="list-style-type: none"> <li>▪ <b>LANL policies</b> inform workers what they are expected to do (behaviors and actions) to meet contract requirements, UC policies, and institutional values.</li> <li>▪ <b>LANL procedures</b> inform workers how they are expected to carry out policies and contract requirements.</li> <li>▪ <b>LANL standards</b> inform workers how their work activities and products will be measured.</li> </ul> <p>LANL policies and procedures fall within a consolidated hierarchy and range from broad institutional policies and procedures that apply to all workers, to detailed procedures and standards that apply to specific workers, work activities, or products. Policies, procedures, and standards provide directions that must be followed unless material is specifically provided as optional guidance or unless an exception or variance is granted by the Director or other appropriate authority. LANL employees, other workers at the site, guests, and visitors must follow applicable LANL policies and procedures within the bounds of contract obligations and law. LANL policies, procedures, and standards will be documented and issued under the appropriate authority, as determined by the Director and the Senior Executive Team sitting as the governance body for the institution. Documents will be promulgated in an open manner, maintained and kept current, and made available as appropriate to LANL employees, other workers, guests, visitors, and the general public.</p> |